



## City of Austin - JOB DESCRIPTION



### Accountant

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	10031	<b>Salary Grade:</b>	AA3
<b>Approved:</b>		<b>Last Revised:</b>	January 24, 2008

#### Purpose:

Provides financial information to management by preparing, researching, or analyzing accounting data; preparing intermediate level reports and financial statements.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
2. Prepares financial statements and/or special reports by preparing balance sheets and income statements, reports; at an intermediate level; collecting, analyzing, and summarizing account information and trends; applying intermediate skills and knowledge of accounting and reporting requirements (generally accepted accounting principles "GAAP").
3. Prepares audit work papers for annual or special audit by preparing accurate supporting work papers at an intermediate level for assigned area(s); work is reviewed by other staff; providing explanations of city policy/procedures and responding to auditor's questions/requests in a timely and accurate manner.
4. Maintains information and reviews financial transactions by creating and/or monitoring electronic files and/or accounting documents.
5. Carries out projects by completing projects of moderate complexity and/or completing parts of complex projects.
6. Maintains accounting ledgers by posting/reviewing and/or approving the posting of account transactions of intermediate dollar-value and complexity, insuring transactions are processed in accordance with city policy, applicable laws and regulations, and sound business practices.
7. Verifies accounts and resolves account discrepancies by reconciling statements and transactions and investigating documentation; issuing stop payments, payments, or adjustments and by facilitating discrepancy resolutions for other accounting staff members.
8. Assists departments and other customers by providing procedural/financial information and/or other information and guidance with automated or manual systems.
9. Maintains financial security by following internal accounting controls.

#### Responsibilities - Supervisor and/or Leadership Exercised:

None

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of bookkeeping procedures.
- Knowledge of accounting principles.
- Knowledge of financial reporting concepts and preferred business practices.
- Knowledge of the preparation process for financial statements in conformity with generally accepted accounting principles.
- Skill in effective verbal and written communication.
- Skill in analyzing and interpreting financial records.
- Skill in processing large volumes of numerical data.
- Skill in performing basic mathematical calculations.
- Skill in classifying fiscal data and compiling division reports.
- Skill in operating a personal computer and related equipment.
- Skill in designing spreadsheets and utilizing word processing and database software.
- Skill in analyzing, preparing, checking and balancing routine fiscal transactions and accounts.
- Ability to prepare accurate financial statements at an intermediate level of complexity.
- Ability to resolve problems or situations requiring the exercise of good judgment.
- Ability to establish and maintain good working relationships with other City employees and the public

#### Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in a field related to Accounting, twenty-four (24) college semester hours in Accounting OR Four completed years toward a five-year Accounting degree plus one (1) year of accounting experience.

#### Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.